

## EDITED KSA LISTING

### CLASS: ASSOCIATE ARCHITECT

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1</b>	General knowledge of architecture, architectural practice, building codes, details of planning and designing of a variety of building types and groups of buildings needed in order to perform the functions of planning, design and production of construction documents.
<b>K2</b>	General knowledge of building materials and methods of construction to accurately produce working drawings and specifications.
<b>K3</b>	General knowledge of construction costs in order to design a project within the budget.
<b>K4</b>	General knowledge of structural, electrical, and mechanical engineering as related to buildings to properly coordinate all the elements required for a complete building design.
<b>K5</b>	<b>General knowledge of the methods of organization for proper production and compilation of construction documents.</b>
<b>K6</b>	Basic knowledge of the principles of budgeting to effectively use design methods and materials for construction projects to remain within budgetary constraints.
<b>K7</b>	<b>Basic knowledge of the department's Equal Employment Opportunity objectives to ensure compliance with departmental policies.</b>
<b>K8</b>	<b>General knowledge of contracts to effectively provide construction administration and ensure compliance with codes, plans and specifications.</b>
<b>K9</b>	<b>Comprehensive knowledge of personal computers and software to effectively prepare various construction documents, reports, correspondence, spreadsheets, etc.</b>

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#	Knowledge, Skill, Ability
Skill to:	
S1	Create comprehensive architectural designs to produce construction documents that meet the needs of the program as well as departmental design criteria and building codes.
S2	Analyze comprehensive architectural designs to ensure construction documents meet the needs of the program as well as departmental design criteria and building codes.
S3	Effectively communicate pictorially, orally and in writing to provide clear and concise information/ideas to a variety of audiences and in different settings.
S4	Analyze logically and creatively to identify issues, draw valid conclusions, develop effective solutions, alternatives and/or make recommendations to various entities regarding planning, design, and/or construction situations.
S5	<b>Direct the work of an architectural/engineering design team to ensure accurate interdisciplinary coordination of plans and specifications.</b>
S6	<b>Prioritize multiple projects to effectively meet scheduling needs for the fiscal year.</b>

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#	Knowledge, Skill, Ability
<b>Willingness Statements:</b>	
WC1	Willingness to maintain a valid certificate of registration issued by the California State Board of Architectural Examiners as an Architect free from a history of being suspended, revoked, denied, or limited in any other respect.
WC2	Willingness to work in a State correctional facility.
WC3	Willingness to comply with tuberculosis screening requirements.
WC4	Willingness to abide by and adhere to departmental safety and security policies and procedures applicable to specific work tasks performed.
WC5	Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips.
WC6	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public.
WC7	Willingness to accept constructive criticism and respond appropriately.
WC8	Willingness to work professionally with individuals from a wide range of cultural backgrounds.
WC9	Willingness to work in a team environment to complete assigned work tasks.
WC10	Willingness to respond to changes in the work unit in a positive, professional manner.
WC11	Willingness to abide by and adhere to the departmental dress code.

*Bold text- indicates not on Classification Spec.*

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#	Knowledge, Skill, Ability
WC12	<b>Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness, etc.)</b>
WC13	<b>Willingness to actively participate in the peer review process.</b>